



**APPLICATION FOR A STREET COLLECTION PERMIT  
POLICE, FACTORIES, ETC. (MISCELLANEOUS PROVISIONS) ACT 1916**

<p>1. Title, name and address of applicant (person, society, committee or body of persons responsible for the collection or sale)</p> <p>Daytime telephone number Mobile number Email address</p>	
<p>2. Name and address of organisation/charity/fund on whose behalf the collection is to be made</p> <p>Is the organisation a registered charity?</p>	<p>Yes/No    Number .....</p>
<p>3. Objects of the organisation/charity/fund</p>	
<p>4. How is it proposed to collect?</p>	<p>Collect money                      Yes/No</p> <p>Sell property                        Yes/No</p>
<p>5. Proposed date of collection (Please give two alternative dates if possible)</p>	
<p>6. Locations where it is proposed to hold the collection (please tick)</p> <p>Please see notes below</p>	<p>Romsey town centre <input type="checkbox"/></p> <p>Other (please state) .....</p> <p>.....</p> <p>.....</p>
<p>7. How many people will be acting as collectors?</p>	

<p>8. Do you propose to make any deductions from the collection e.g. to pay collectors? If Yes, please state for what purposes and give an estimate of the sum which will be deducted.</p>	<p>Yes/No</p>
<p>9. Have you or the charity on whose behalf you are making this application ever been refused a street collection permit? If so, please supply details of date and name of Council</p>	

I/we wish to apply for and promote a street collection in Romsey. I/we have personally completed the application form and have been honest in giving this information. I have not made any false statement and know it is a serious offence to give false or misleading information in support of this application.

Signed \_\_\_\_\_ Date \_\_\_\_\_

The personal information entered on this form will be held on a Romsey Town Council computer/manual file and will only be used for purposes in connection with application/renewal and administration of Street Collection Permits. Personal information will not be passed to any other organisations but may be shared with other Council Services where to do so is judged to enhance the efficiency and/or effectiveness with which our services are delivered.

## NOTES

No guarantee can be given that any permit will be issued; applications are dealt with on a “first come first served” basis.

The policy of Romsey Town Council is not to permit more than one organisation to collect in the same area on the same date. Generally only one collection may be granted per year for each organisation.

Applications must be made at least one month before the proposed collection date.

If you propose collecting on a privately owned area, e.g. a supermarket, you must contact the owners/management of the area concerned and seek their permission.

Within one month of the collection taking place, you will be required to submit a return of income and expenditure relating to the collection. A prescribed form for this purpose will be sent at the time the permit is issued. Permit holders are also required to publish, at their own expense, an account of the collection proceeds in the Romsey Advertiser. A copy of the advert should be sent with the return within one month of the collection or as soon as possible thereafter.

No further permits will be granted to an organisation until a satisfactory return for every previous street collection by that organisation has been received.

Please return this completed application form to **Romsey Town Council, Romsey Town Hall, 1 Market Place, Romsey, Hants. SO51 8YZ**  
info@romseytc.gov.uk Telephone 01794 512837